

TITLE I GRADUATION RATE MONITORING FORM

District _____

Date of Review _____

Reviewer(s) _____ For Cohort _____

Scenario 1-Death

Monitoring Requirements	Evidence of Compliance-Grad Rate Documentation	Compliant
<p>Student Status Code- DC _____</p> <p>Description of Student Status- <u>Student Death</u></p> <p>Notes: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/> Signed letter from principal stating that the student has died; include the date of death</p> <p>OR</p> <p><input type="checkbox"/> Death Certificate</p> <p>OR</p> <p><input type="checkbox"/> Obituary notice in a newspaper</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/> NA</p>

Scenario 2-Emigration

Monitoring Requirements	Evidence of Compliance-Grad Rate Documentation	Compliant
<p>Student Status Code- EO_____</p> <p>Description of Student Status- <u>Student Emigre</u></p> <p>Notes:_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/> For students transferring out of the United State, a letter from a school administrator, guidance counselor, ELL staff person, social worker, etc. with a working knowledge of the family situation can be used to confirm the transfer; this can be documentation of a conversation.</p> <p>The letter must be signed and dated. Make sure document illustrates the student did leave the country.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/> NA</p>

Scenario 3- Student Transfer from Cohort File

Monitoring Requirements	Evidence of Compliance-Grad Rate Documentation	Compliant
<p>Student Status Code- AI _____</p> <p>Description of Student Status- <u>Transferred to Adult Education high school</u> <u>Diploma program before graduation date</u></p> <p>Notes _____ _____ _____ _____</p>	<p><input type="checkbox"/> Official transcript/records request before graduation date from receiving diploma-granting Adult Education program, with date of enrollment. (Fax. Date may be used as enrollment date.) Transcript request must indicate enrollment in a diploma granting program.</p> <p>OR</p> <p><input type="checkbox"/> Letter from Adult Education director confirming that the student enrolled in a diploma granting program. An e-mail is not sufficient documentation.</p> <p>Do not include students transferring to GED, remedial vocational, or certificate programs.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/> NA</p>

Monitoring Requirements	Evidence of Compliance-Grad Rate Documentation	Compliant
<p>Student Status Code- DJ _____</p> <p>Description of Student Status- <u>Student transferred to diploma program at a</u> <u>Correctional institution-Department of Juvenile</u> <u>Justice (DJJ) or Department of Corrections (DOC).</u></p> <p>Notes _____ _____ _____ _____</p>	<p><input type="checkbox"/> Official transcripts/records request from DJJ or DOC which includes verification of enrollment in diploma granting program and date of enrollment. Fax date on records may be used as enrollment date.</p> <p>OR</p> <p><input type="checkbox"/> Letter from correctional facility administrator confirming that the student enrolled in a diploma granting program in the correctional facility and the date enrolled. An e-mail is not sufficient documentation.</p> <p>Do not include students in GED, remedial vocational, or certificate programs.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/> N/A</p>

Monitoring Requirements	Evidence of Compliance-Grad Rate Documentation	Compliant
<p>Student Status Code- HS_____</p> <p>Description of Student Status- <u>Student left to be home schooled.</u></p> <p>Notes_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/> Note written by parent(s) indicating intent to home school the student with the date of withdrawal.</p> <p>OR</p> <p><input type="checkbox"/> Records request from home school association confirming enrollment with beginning date of home schooling.</p> <p>OR</p> <p><input type="checkbox"/> Withdrawal form, with parent's signature and date of withdrawal, indicating the purpose is to home school.</p> <p>OR</p> <p><input type="checkbox"/> Form letter, dated and signed by parent, indicating intent to home school.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/> NA</p>

Monitoring Requirements	Evidence of Compliance-Grad Rate Documentation	Compliant
<p>Student Status Code- FE_____</p> <p>Description of Student Status- <u>Foreign Exchange Student</u></p> <p>Notes_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/> J1 visa copy or copy of foreign exchange program forms showing years of participation.</p> <p>OR</p> <p><input type="checkbox"/> Letter from host family stating that they hosted the exchange student and the dates of participation.</p> <p>OR</p> <p><input type="checkbox"/> A copy of the exchange program paperwork showing the year the student was enrolled in the host school.</p> <p>OR</p> <p><input type="checkbox"/> A letter on school's letterhead and signed by the principal certifying that the student was a foreign exchange student and dates of participation.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/> NA</p>

Monitoring Requirements	Evidence of Compliance-Grad Rate Documentation	Compliant
<p>Student Status Code- TI_____</p> <p>Description of Student Status- <u>Student transferred to a public school within South Carolina.</u></p> <p>Notes_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/> Official transcript/records request from receiving institution with date of enrollment.</p> <p>OR</p> <p><input type="checkbox"/> Request for records on school letterhead with the date of enrollment.</p> <p>OR</p> <p><input type="checkbox"/> SUNS history screen showing student was enrolled in another school <u>after</u> the exit date from your school.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/> NA</p>

Monitoring Requirements	Evidence of Compliance-Grad Rate Documentation	Compliant
<p>Student Status Code- TO_____</p> <p>Description of Student Status- <u>Student transferred to a public high school Diploma granting institution outside the SC public school system,</u></p> <p>OR</p> <p><u>Student enrolled in the high school diploma program of a non-public (private) institution.</u></p> <p>Notes_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/> Official transcript/records request from receiving institution with date of enrollment and confirming student is enrolling in a diploma granting program. Fax date may be used as the date of enrollment if not on request for records.</p> <p>OR</p> <p><input type="checkbox"/> Letter from an official at the receiving school verifying/acknowledging student's enrollment in the high school diploma program at the school and entrance date.</p> <p>Please make every effort to determine that transfer school is legitimate school and that the student entered a high school diploma program.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/> NA</p>

Monitoring Requirements	Evidence of Compliance-Grad Rate Documentation	Compliant
<p>Student Status Code- NN_____</p> <p>Description of Student Status- <u>9GR is not 08</u></p> <p>Notes_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/> Official transcript or SUNS history showing first year of high school was not the 2007-08 school year</p> <p>OR</p> <p><input type="checkbox"/> Report card indicating the student was in middle school during the 2007-08 school year.</p> <p>OR</p> <p><input type="checkbox"/> A letter from the middle school principal stating the student was enrolled in that school for the 2007-08 school year.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/> NA</p>

Monitoring Requirements	Evidence of Compliance-Grad Rate Documentation	Compliant
<p>Student Status Code- GH or RTF_____</p> <p>Description of Student Status-This student received their education full time at a Group Home (GH) or Residential Treatment Facility (RTF) for all or part of a school year prior to 2010-11.</p> <p>Notes_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/> A letter from the RTF or GH administrator stating that the student was enrolled in their facility and the dates of enrollment.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/> NA</p>